

## Chapter 6

### US Army Sergeants Major Academy (USASMA) resident Sergeant Major Course Student Assignment and Termination Policies

#### 6-1. Assignment Policy.

a. This chapter outlines policies and procedures for assignment and termination of on-post housing for resident Sergeant Major Course (SMC) students.

b. Fort Bliss does not have sufficient quarters to house all students who desire them. USASMA will select and assign five SMC students as Housing Coordinators for the SMC year to work with the Fort Bliss Housing Division on all Biggs Housing issues. To assign family quarters for personnel selected to attend SMC, the USASMA Housing Coordinators will use an automated student housing assignment system. The system will prioritize student family housing based on information obtained from the DD Form 1746, Sep 93, Application for Assignment to Housing. Each student is encouraged to complete and return the application early for planning purposes, validation and assignment to the wait list will not occur until the soldier reports to USASMA with a valid DA Form 31 on orders to determine eligibility.

c. SMC students will only be offered on-post housing in the Biggs Housing area except for those students who fall under the Special Category Students, paragraph 6-3.

d. International Students attending the SMC will be offered housing IAW AR 210-50.

e. When the spouse of a SMC student is assigned as permanent party past the SMC student's graduation date, the SMC student will apply for Ft. Bliss permanent party quarters.

f. The following assignment policy is:

(1) All students must submit a DD Form 1746 to the USASMA Housing Coordinator no later than 30 days of the NET report date to the SMC they will attend, regardless of whether they intend to live on or off post. All new Biggs quarters will be occupied before any students are allowed to reside off-post.

(2) All applications received by the requirement above will be processed through the automated student housing assignment system 7 days prior to the NET report date. When a student signs in to Fort Bliss, he/she will validate his/her date of eligibility, attend the 0900 hours daily briefing, and be assigned to the appropriate wait list. If two soldiers report with the same basic information, then DOR is used to determine standing on wait list. At 1400 hours on the date of briefing, housing assignments will be made from the wait list based on requirements in para 6-1b.

(3) The number of bedrooms that SMC student is eligible for is determined by AR 210-50. Additional bedrooms will not be authorized for dependents who are full time college students living away from home. NOTE: Additional bedrooms are not authorized for non-dependents.

(4) Quarters will be filled in the following order, IAW Table 3-2 AR 210-50:

(a) New Biggs by bedroom requirements

(b) Old Biggs by bedroom requirements

(5) All students will be prioritized within their bedroom requirement in the order listed below. Quarters will then be assigned IAW paragraph 6-1f(4.)

(a) Date of eligibility.

(b) Pay grade.

(c) Date of rank.

(d) Active federal service computation.

g. BAH will be stopped on the date the key is issued.

h. When a student is offered a unit that meets their bedroom requirement, it is considered an "official offer."

i. A student with a bedroom requirement larger than four bedrooms is offered a four-bedroom unit, (the largest set of quarters in the inventory) this is considered an official offer of adequate housing. You will have 24 hours to accept or decline the offered quarters.

j. A student who accepts a bedroom category less than their bedroom requirement is considered adequately housed.

k. When a student accepts or denies an "official offer" of quarters, they will be automatically removed from the housing list.

l. The installation medical staff evaluates requests for priority housing based on medical necessity for students. All medical based requests must be supported by full medical documentation. SMC student will remain on the wait list based on established criteria until the final medically supported decision is rendered.

m. If a student wishes to reside off-post after an official offer for quarters, the student may contact the Fort Bliss Community Homefinding, Relocation and Referral Services (CHRRS) for off-post housing assistance.

#### 6-2. Maintaining Student Waiting List After Initial Assignments.

a. The remaining students will be prioritized for housing on the waiting list as described in paragraph 6-1f(4) and (5).

b. All students who submit a DD Form 1746 upon arrival at Fort Bliss, will be added to the appropriate bedroom requirement waiting list and assigned to the waiting list as outlined paragraph 6-1.

d. A change in bedroom requirements (e.g., adoption, etc.) to three or more bedrooms will update or submit a new DD Form 1746 for reprioritization on the waiting list IAW paragraph 6-1.

e. The waiting list will remain in effect throughout the entire course. Students on the waiting list will be offered quarters IAW the policies outlined below and policies outlined in paragraphs 6-1h, 6-1i, 6-1j, and 6-1k.

(1) As quarters become available during the year, they will be offered to the next student on the list.

(2) When the USASMA Housing Coordinator has a unit to offer, students (or their designated representative) are contacted using the telephone number they provide to the Housing Coordinator. If the Housing Coordinator is unable to contact the student within 48 hours, the set of quarters is offered to the next appropriate student on the list. It is incumbent on the students to keep their phone number updated with the Housing Coordinator.

**6-3. Special Category Students.** The following are special category housing policies for students arriving or departing Fort Bliss.

a. Bachelors. Bona fide sponsor and geographical student bachelors will reside off post.

b. Request for stabilization at the completion of the course. Students who will request a two-year stabilization for their dependent children to complete High School must vacate Biggs Housing and request and compete with other soldiers for on-post housing in the 801 Housing Area. They will vacate the quarters NLT 15 working days prior to the report date for next class. **The intent is to make Biggs quarters available for students.** If you know in advance you will request a stabilization for any reason, consider the 801/government leased housing area as your first request for housing so you do not have to relocate your children to another school district at the completion of the course.

c. Permanent party to student. Permanent party selected to attend the SMC subsequent to their assignment to permanent party quarters will remain in their assigned quarters.

d. Student to permanent party. Students selected to remain as permanent party at Fort Bliss or USASMA

following graduation will apply for other housing or move off post. Students will clear quarters no later than 15 working days prior to the next class report date. Students awaiting assignment after graduation as CSM-designees, will remain in Biggs Housing until they receive their assignment orders.

e. Early Arrivals. The following policy applies for students who arrive earlier than the NET report date, returning from dependent-restricted tours or, are returning from nondependent-restricted tours will follow these policies. Students arriving early from dependent-and nondependent restricted tours, will be offered any a set of quarters in Biggs quarters, based on availability and bedroom requirements. The procedures above applies to what is considered an offer of suitable quarters.

f. Short tour. Students assigned to a dependent-restricted tour following SMC will clear quarters NLT 15 working days prior to the report date of the next class. They may apply for permanent party quarters for their dependents, effective date of graduation from the SMC.

g. TDY en route. Students who will travel to a temporary duty station in conjunction with PCS will not be authorized retention of quarters for more than 15 working days before the report date of the next class.

h. Students remaining at Fort Bliss after graduation who move out of Biggs housing may be eligible to a Partial Dislocation Allowance when they are directed to terminate student housing. This allowance will be requested through the Fort Bliss Housing Office for determination and voucher verification and processing.

#### **6-4. SMC Students' Housing Termination Policy.**

a. A normal rotation of a SMC student is one who arrives on or around the normal reporting date, and departs after graduation.

b. SMC students must normally clear quarters no later than 30 days after graduation from the SMC. The USASMA Student and Faculty Battalion Commander may approve requests for short-term extensions for valid reasons only.

c. The Housing Coordinator will establish 2 days in April for the Fort Bliss Housing Division to sing contracts to terminate quarters. Location and dates will be published. Those students who have not received their orders by this date may come to the Housing Division later to schedule their appointments on an individual basis. Housing Office is located in building 504A.

d. SMC students will follow all maintenance, occupation, and termination policies and procedures IAW AR 210-50 and this publication, USAADACENFB PAM 210-50.